OFFICE OF THE
PRESIDENT

PPM-002-2003

SUBJECT: Use of Personally Owned Equipment Connected to the USU Network

Reference: *See Enclosure 1*

A. Purpose

The USU Network is a government-owned system and the connection of any personally owned equipment to the network is subject to government guidelines.

B. Policy and Guidelines

(a) The Director of the Information Services Management Center (UIS) will review requests to utilize personal IT equipment (computers, laptops, printers, scanners, etc.) and ensure that the Helpdesk provides the appropriate account information, security systems, and software necessary to meet security requirements.

(b) General guidelines for the connection and use of personally owned information technology equipment with the USU network will be recommended by the Automated Information System Policy Committee (AISPC).

(c) Personal Data Assistants (PDAs) are addressed under a separate policy memorandum.

(d) The limited use of personal IT equipment must be justified on the basis of unique hardware requirements or extensive mobile computing that cannot be met with government equipment.
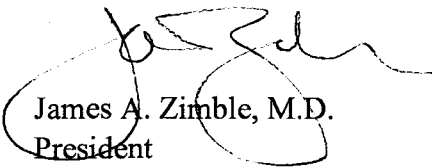
(e) The Helpdesk will ensure that personal IT equipment is compatible with USU systems, utilize the latest security systems and software security updates, provide the appropriate account information, and instruct the owner on appropriate use and security procedures. Installation of personal equipment within government-owned equipment is prohibited, and external devices are recommended.

(f) To facilitate movement of personally owned equipment on and off campus, Logistics can provide a personal equipment tag. These tags can also assist in identifying this equipment during network inventories.

(g) Neither the government nor the University can be held responsible for the loss or damage of personally-owned IT equipment.

Learning to Care for Those in Harm's Way

(h) Neither the UIS Helpdesk nor the Technical Services Branch of Logistics is responsible, beyond initial setup, for the maintenance of personally-owned IT equipment The UIS Help Desk is located in Room G007, telephone 295-9800.

C. **Effective Date:** This PPM is effective immediately.

James A. Zimble, M.D.
President
Vice Admiral, USN (Ret.)

REFERENCE

(a) DoD Directive 5200.1-R, "DoD Information Security Program Regulation," January 14, 1997